

Job Title: Secretary/Data Clerk

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Position Summary:

Works in the front office and provides effective day-to-day communication with visitors, coordination of front office activities, and completion of administrative tasks where assigned.

Responsible for registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day-to-day maintenance and operation of the school information management system utilized for student registration, scheduling, updating, monitoring of student records, curriculum planning, grade reporting and related activities.

Essential Duties Include, But Are Not Limited To:

- Communicates with previous schools, for incoming students, to get all relevant educational records, including following up with families in regard to immunization, birth certificate, and social security records
- Manages and submits, both via mail and electronically, transcripts and other requested records as authorized and prepares related correspondence.
- Runs and prints various reports for school use as requested by administrators
- Helps maintain permanent records; Applies test score labels to test cards in student permanent records
- Enters graduation information in SIS and prepares transcripts for colleges
- Processes required forms and information to enroll new students and discusses the process with students and parents.
- Performs the usual office routines and practices associated with a busy, productive, and smoothly run office.
- Proficient in Microsoft Office, Google Suite, and is able to perform other school computing functions as assigned.
- Acts as receptionist.

- Receives and routes all incoming calls.
- Maintain the waitlist throughout the school year.
- Exhibits pleasant behavior when dealing with the public or with other employees.
- Handles incoming and outgoing correspondence.
- Presents a positive image when discussing school or school related business to the public.
- Establishes and maintains an efficient filing and retrieval system for assigned areas.
- Assists in preparing instructional materials as required.
- Ensure all visitors to the school sign in and out via established policies and procedures
- Operates office machines.
- Prepares materials and information necessary for the opening and closing of school (sick leave forms, physicals, etc.)
- Additional Responsibilities: Performs other duties as assigned by the appropriate administrator

This is not an all-encompassing description, and the employee is expected to perform tasks as assigned by administration.

Preferred Qualifications:

The secretary/data clerk is expected to have proficient knowledge of Microsoft Office, Google Suite, possess excellent written and verbal communication skills, maintain appropriate discretion, and possess a professional, positive demeanor to all visitors, students, and staff at all times.

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org
 - A cover letter explaining your interest in the position.
 - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.